

**Housing Authority  
Of the  
Town of Exeter  
277 Water Street  
Exeter, NH 03833  
(603)778-8110  
FAX: (603)772-6433**

**M I N U T E S  
Board of Commissioners  
Friday, February 5, 2016 3:15 PM  
Community Room, 277 Water Street  
Exeter, NH 03833**

**Item #1. Roll Call** – The roll call was taken. Present at the meeting were:

Chair Person	Barbara Chapman
Vice Chair Person	Renee O'Barton
Commissioner	Boyd Allen
Commissioner	Pam Gjetum
Executive Director	Tony Teixeira
Section 8 Manager	Margaret Dooling
Public Housing Manager	Jill Birch

Absent:

Commissioner	Vern Sherman
Maintenance Supervisor	Dustin Marzinzik

**Item #2. Approval of the Minutes of the January 8, 2016 Meeting**

Commissioner Gjetum made a motion to accept these minutes as presented, seconded by Commissioner Allen and the vote was 4 ayes and 0 nays.

**Item #3. Financial/Compliance Audit FY 2015**

Executive Director Teixeira distributed copies of the audit to the commissioners and noted that this will be back on the agenda next month should commissioners have any questions following their review of the audit. Executive Director Teixeira reported that there were no findings in the audit.

**Item #4. LIHTC Project Update**

Executive Director Teixeira explained that this project is beginning to gain traction. The project is scheduled to be presented to the Planning Board on February 11, 2016. The final yield plan revealed that we can pick up two (2) additional units bringing the total to twenty (20). Executive Director Teixeira noted that a project information night was held on Wednesday February 3, 2016 at 277 Water Street to provide the abutters an

opportunity to get an up close look at the project, ask questions, and express any concerns. He reported that the meeting had a good turn out and that the major concerns of the abutters seemed to be in regards to the high water table and fear of loss of property value.

Executive Director Teixeira also noted that the project will need to go before the Zoning Board of Adjustments (ZBA) to request a variance to the zoning ordinance. The location of the project site is zoned single family housing and we will be seeking a variance to develop multifamily housing. Talking with members of the development team this can be a complicated process especially if we encounter abutter opposition. They are recommending that this be handled by an experienced attorney. Executive Director Teixeira has reached out to Sharon Sommers (EHA council). Sharon is familiar with the ZBA process and is prepared to represent the EHA at the ZBA meeting if we desire. Sharon is working up a cost estimate. Commissioner Gjettum inquired if the cost estimate was the lawyer's fee to which Executive Director Teixeira confirmed that it was. Commissioner Allen inquired if there were certain abutters whom seemed particularly opposed and suggested that the individual's concerns be addressed prior to the ZBA meeting. Vice Chairperson O'Barton inquired if this would go before the ZBA at the March meeting to which Executive Director Teixeira stated that it would.

#### **Item #5. Maintenance Position Vacancy (Filled)**

Executive Director Teixeira was pleased to report that the Exeter Housing Authority has hired Peter Sanborn as the new maintenance assistant. Peter was one (1) of the two (2) finalists that the staff interviewed and all were in agreement that Peter will make a good fit in our organization. Peter comes to us with a good deal of experience in the construction trades which will make him a valuable asset to our organization. We are very excited about the change and look forward to working with Peter.

#### **Item #6. Maintenance Supervisors Report**

Public Housing Manager Birch reported on behalf of Maintenance Supervisor Marzinzik that Unit 218 here at Water Street which was vacant due to the transfer last month was leased on January 15<sup>th</sup>. Maintenance is currently in the process of preparing apartment #113 at Water Street for lease on February 12<sup>th</sup>. With the new addition to the maintenance staff, Maintenance Supervisor Marzinzik was busy training Peter, completing work orders and at the time dealing with the snowfall.

#### **Item #7. Section Eight Managers Report**

Section 8 Manager Dooling reported the following numbers.

##### **January Unit Totals and Figures:**

January	171 Units	\$103,997 Hap (excluding Port In)
	2 Port in	373 Utility Reimbursement
Total	169 Units	\$104,370 Total HAP

Section 8 Manager Dooling noted that this is the first month for our new calendar year, and we are off to a great start. She noted that she is looking forward to another busy and challenging year.

**Item #8. Audience Participation**

Executive Director Teixeira thanked Lois Vienneau for making the coffee for the informational meeting which was held on Wednesday.

277 Water Street resident inquired how old the washing machines were and Executive Director Teixeira explained that they were not in fact that old. Other tenants asked if the timing could be adjusted to avoid having to dry items for that long of a duration. Another tenant also asked about other methods of payment like a loadable card and Executive Director Teixeira stated that he would ask the questions of MacGray, the vendor who handles the machines.

Another 277 Water Street resident inquired if other heating systems for the apartments were being explored. Executive Director Teixeira noted that only the common area heating systems were being addressed at this property.

**Item #9. Executive Directors Report**

**Community Development Block Grant (CDBG):**

Executive Director Teixeira explained that the application has been submitted and so we sit and wait. He was told there is approximately two million dollars available in this round and that we will be competing with seven (7) other applicants. We should know by the middle March if our application was successful. Executive Director Teixeira noted that there would be a group from the grant office visiting all of the properties this week and that he was hopeful that the project would be funded. Commissioner Chapman noted that the process seemed faster than she had expected.

**Financial:**

Executive Director Teixeira noted that both programs continue to look good through the first three months. Section 8 is still showing a small deficit but expects this will balance out once HUD has completed reconciling our housing assistance payments (HAP) for calendar year 2015.

**Tax Support:**

Executive Director Teixeira asked Commissioner Gjettm to explain about the tax preparation services provided by AARP as she is one of their volunteers. Commissioner Gjettum noted that the service is available at Water Street on Monday and Friday mornings for 9:00 A.M. till 11:30 A.M. but that they will not throw people out if the work extends past 11:30 A.M.

Chair Person Chapman made a motion to adjourn the meeting at 3:40p.m.

Respectfully Submitted,

Antonio Teixeira  
Executive Director

Barbara Chapman  
Chair Person